



# Hendry County Sheriff's Office

## General Order 10.2

<b>TITLE:</b> Promotion	<b>SHERIFF'S APPROVAL:</b> Digital
<b>ORIGINATION DATE:</b> August 4, 2018	<b>REVISION DATE:</b> May 22, 2019
<b>RELATED REFERENCES:</b> <i>Chs. 83-373, F.S., Chapter 119, F.S.</i>  <b>CFA:</b> 11.01, 11.02, 11.04	
<b>REVIEW FREQUENCY:</b> 3 YEARS	<b>DATE OF NEXT REVIEW:</b> May 22, 2022

**I. PURPOSE:** The purpose of this order is for member's understanding of the promotional process.

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**II. SCOPE:** This order shall apply to all sheriffs' office members.

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**III. POLICY:** It is the policy of the Hendry County Sheriff's Office to promote persons who meet specified criteria without regard to gender, race, age, religion, or national origin. All persons seeking promotion by the Sheriff will be treated equally and with respect.

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### IV. PROCEDURE:

#### A. Promotion

1. Promotions will be conducted in accordance with policy for civilians, law enforcement sergeants and lieutenants, and corrections sergeants and lieutenants.
2. The promotional processes will be administered by Human Resource.
3. The Sheriff reserves the right to promote as he deems necessary to suit the needs of the agency.

#### B. Promotional Process

1. The Agency ensures all elements of the promotional process for vacant civilian and sworn positions are job related and non-discriminatory. The determination of appropriate written, performance, or other testing methods, and the method of evaluating experience, education, training, and seniority will be determined by the Sheriff. The Sheriff or his designee has the primary role and responsibility for the development of measurements that are used in determining skills, knowledge and abilities of employees for promotional positions.
  - a. When a civilian supervisor position is announced by Human Resources, employees meeting the job qualifications must apply according to the directions on the job announcement to be considered for the position. After the closing date, Human Resources will verify that

each candidate meets the job qualifications. After verification, qualified candidates will be scheduled for an informal interview with the selection board. The selection board will send their recommendation to the Human Resources Director.

- b.** The sworn promotional process consists of testing and assessment, resulting in a numerical score.

#### C. Promotional Process Elements – Sworn Candidates

##### 1. Announcement

- a.** The agency provides employees with a written announcement of the promotional opportunity. This announcement, or related updates, includes: a description of the position, dates, times, and locations as applicable, eligibility requirements, and the process to be used in selecting employees for the vacancies.

##### 2. Criteria

- a.** Candidates must meet the criteria specified in the announcement by the closing date.

##### 3. Testing

- a.** Information regarding the testing portion of the promotional process is included on the announcement.

##### 4. Scoring

- a.** Individuals participating in the promotional process will be scored according to details outlined in the announcement. A passing score of 80% or better for leadership positions is required to advance to the oral interview. A numerical score is achieved from that assessment portion.

##### 5. Appointment to Position

- a.** The Sheriff has the sole authority to appoint employees to vacant positions.
- b.** Employees appointed to a promotional position will be placed on probation in that position for a period of 6 months, during which time he/she will receive performance reviews in accordance with Policy/Procedure 300.20: Performance Review.
- c.** Should an employee fail to perform satisfactorily during the promotional probationary period, he/she may be subject to return to his/her former rank with adjustment to salary.

#### D. Review and Appeal

1. Civilian and Sworn candidates – After the selection is made for the position, candidates may schedule an appointment to meet with the interviewer(s) to discuss his/her individual outcome from the interview. If the candidate wishes to appeal a decision concerning eligibility or appointment to a vacancy, the person may use the non-contract grievance/appeal procedure

#### E. Security of Files

1. The promotional process records, to include data used to monitor and evaluate adverse impact will be maintained on file within Human Resources. All materials, when not in use, will be stored in a secure area. The Human Resources Director will be responsible for the storage and maintenance of all related material.
    - a. The Human Resources Unit will dispose of all promotional process materials in accordance with the rules promulgated by the general records schedule.
    - b. In accordance with Florida Statutes 119, examinations and corresponding results are not open to public inspection.
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## **V. GLOSSARY:**

**CANDIDATE** – An employee eligible and competing for promotion and/or job opportunity.

**PROMOTION** – To advance in grade, rank or status.

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**Your electronic signature in Power DMS acknowledges you have read this policy and understand it.**